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8 January 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (2-8 January 1986)

A. WORK IN PROGRESS

[Redacted]

2. HISTORICAL REVIEW ACTIVITIES. *The Deputy Director of Science and Technology (DDS&T) has agreed to submit CRD its records on the history of the U-2 program up to the downing of the plane flown by Gary Powers. This covers the period from 1954 through 1960, approximately. Preliminary screening will be done by a representative from DS&T. CRD will have two of its reviewers do the declassification review. Further to the U-2 historical material, the representative from DS&T preparing to screen the material has written a draft of the history of the U-2 program and a member of the Staff of the Senate Select Committee on Intelligence has asked to read the draft. A representative from the Office of Legislative Liaison (OLL) is making necessary arrangements, including verifying the security clearance status of the staffer.

[Redacted]

[Redacted]

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C O N F I D E N T I A L

3. IRMD SURVEY FOLLOWUP. Representatives from the Information Resources Management Division (IRMD) met with the Deputy Director, OLL, and representatives to discuss the results of IRMD's survey of OLL's information management and registry operation. DD/OLL reviewed the recommendations of the report and indicated steps were underway to implement most of the recommendations. He said that the report was very useful and praised the efforts of the survey team. One of the key recommendations already implemented was the separation of the duties of the Chief of Registry from those of the Records Management Officer. He indicated that OLL would prepare a formal response in which he would ask the team to return in a year to review OLL's progress in implementing the recommendations.

4. TS DOCUMENTS SEARCH. OIS annuitants resumed work this week on their search for unaccounted TS collateral documents. Two annuitants are searching the retired record holdings of the Office of the Comptroller. Another annuitant is searching the retired holdings of the Office of Scientific and Weapons Research. Other representatives from IRMD continue to process information provided by the annuitants, adjusting the TSCADS data base to reflect the results of their search and review efforts.

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. INFORMATION SECURITY PROGRAM AND ISOO FEEDBACK. The Director of the Information Security Oversight Office (ISOO) expressed his appreciation to the Agency in a recent letter to the Deputy Director for Administration for information provided to ISOO concerning standard cover packets or envelopes for use in transmitting classified micrographic material. ISOO had requested the Agency's views on a recommendation by the Department of Army that ISOO issue new cover packets or envelopes as standard forms for Government-wide use. IRMD informed ISOO that special envelopes for classified microfilming already existed and were available to members of the Intelligence Community. ISOO informed the Army of the foregoing and, therefore, did not approve the Army's recommendation.

2. CLASSIFICATION REVIEW ACTIVITIES. Representatives from the Department of State met with C/CRD and a representative to discuss classification of certain material in the 1961 volume on Vietnam of the FOREIGN RELATIONS OF THE UNITED STATES (FRUS). Among the more substantive items reviewed, was information about the reflections of Diem and Nhu concerning how they perceived the plans and activities of the Government of Vietnam for that era. The Department believed the material should be included in that volume of the FRUS. CRD was sympathetic to their request and said they saw little difficulty coordinating approval with the Directorate of Operations.

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8 January 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (2 - 7 January 1986)

- | 1. <u>The Week in Review</u> | <u>2 - 7 January 1986</u> | <u>1986 Weekly Average</u> |
|--|---------------------------|----------------------------|
| a. New cases | 39 | 39 |
| b. Cases closed | 45 | 45 |
| c. New appeals logged | 4 | 4 |
| d. Appeals closed | 1 | 1 |
| e. Manpower (man-weeks) | 136 | 136 |
| 2. <u>Current Backlogs</u> | | |
| a. Initial requests - | 1636 | |
| b. Requests in administrative appeal - | 191 | |
| c. Requests in litigation - | 75 | |
| 3. <u>Spotlighted Requests</u> | | |

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STAT IPD/ [] (8 January 1986) (FINAL)

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7 January 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 2-7 January 1986

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2. [redacted] from CDC/SR met with C/CRD and C/CRD/MSRB to discuss a number of classification questions relating to the FRUS volume on Vietnam for 1961. They brought up a total of 13 items, seven where they were asking us to delete less and six where they thought CIA may have overlooked something. Only two items were substantive and these dealt with the reported thoughts of Diem and Nhu which State believes are historically significant and should be included [redacted]

[redacted] We informed the State representatives that most if not all of their points were reasonable and we expected little trouble coordinating them through the DO. [redacted] mentioned that the 1961 Vietnam FRUS volume was now about complete and ready for the printers. He said that State has contracted with a private printing firm to print this volume and if all goes well, i.e. enough copies are sold, State may continue to use the private company to do the printing. The wait for GPO to do the work takes over one year. Also, State expects to have Vietnam volumes for the years 1962 through 1965 pulled together and reviewed by CDC sometime this Summer. They will be asking us for our coordination so they can get these volumes published on an accelerated basis. [redacted]

3. The DDS&T has agreed to submit to the CIA Historical Review Program its records on the history of the U-2 program up to the downing of Gary Power's plane (roughly 1954-1960). [redacted] of the DDS&T, who has been studying these records and drafting a history of the program, will examine the records involved and weed out material of no historical interest. CRD/HRB intends to [redacted]

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25X1 devote two of its reviewers to the declassification review of U-2 records and
25X1 the others to review D0 SSU records, and after them, ODCI records. A staffer
of the SSCI has already learned that U-2 material in CIA is being used to
write a history of the U-2 program and is asking to read the draft (which was
written by [redacted] OLL [redacted] is seeking to make the proper
arrangements.

25X1 These U-2 records are in addition to about 200 linear feet of records on the
25X1 OXCART project. OIS may be asked to review relevant portions of these records
as well. [redacted]

25X1 4. [redacted] an annuitant, has just come on board CRD/HRB to participate
in historical review. He brings a wealth of experience and direct knowledge
25X1 of names and events from a distinguished career in the D0 and in fact his
experience dates back to the OSS. [redacted]

25X1 [redacted]
Chief, CRD

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7 January 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (2-7 January 1986)

1. WORK IN PROGRESS

a. Survey Followup. [redacted] Chief, Information Control Branch, [redacted] ICB, met with [redacted] Deputy Director, Office of Legislative Liaison, [redacted] OLL Administrative Officer, [redacted] OLL Records Manager, and [redacted] OLL Registry Chief, to discuss the results of a survey that was recently conducted of OLL's information management and registry operation. The meeting was intended to provide OLL officials the opportunity to discuss the findings and recommendations in our draft report. [redacted] reviewed each of the report's recommendations indicating steps were underway to implement most of them. One of the key recommendations already implemented was the separation of duties of the Chief of Registry from those of the Records Management Officer. Other recommendations relating to the merger of some file systems, the elimination of courier runs, and cutting down on the distribution of documents, were not possible at this time because of operational considerations. [redacted] said that the report was very useful and praised the efforts of the survey team. He also indicated that OLL would prepare a formal response in which he would ask the team to return in a year to review OLL's progress in implementing the recommendations.

b. TS Documents. After a holiday break, OIS annuitants resumed work this week on their search for unaccounted for TS collateral documents. Annuitants, [redacted] continued their search of the retired record holdings of the Office of the Comptroller for these documents. [redacted] another annuitant, resumed his search of the retirement holdings of the Office of Scientific and Weapons Research. Supporting these efforts, [redacted] continue to process information provided by the annuitants, adjusting the TSCADS data base to reflect their findings. Recent information enabled [redacted] to record the location of 10 TS documents that were previously unaccounted for and charged to the Office of Soviet Analysis.

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c. TRIS Usage. [redacted]
and [redacted] members of the Information Technology Branch, have begun a series of visits to document control points throughout the Agency to review their procedures for using the CDOCS portion of The Records Information System. Although all expected users of CDOCS received training on the system last fall, many components did not begin using the system until the beginning of January. On 3 January, some 23 components were using TRIS, the largest utilization of the system since it was activated in August 1985. The visits by ITB personnel should reinforce the training received earlier and highlight some of CDOC's features that components should make greater use of.

2. SIGNIFICANT EVENTS AND ACTIVITIES

a. ISOO Feedback. The Director of the Information Security Oversight Office (ISOO) expressed his appreciation to the Agency in a recent letter to the Deputy Director for Administration for information we provided to ISOO concerning standard cover packets or envelopes for use in transmitting classified micrographic material. ISOO had earlier requested Agency views on a recommendation by the Department of Army that ISOO issue new cover packets or envelopes as standard forms for Government-wide use. We informed ISOO that special envelopes for classified microfilming already existed and were available to members of the Intelligence Community. As a result, ISOO elected not to approve the Army's recommendation and has informed them of the existence of the envelopes already in use with microfilm.

b. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 6 additions and 7 changes.
ARCINS:	Jobs received/edited: 5.
	Jobs completed: 3.
Accessions:	Received 11 jobs totaling 93 cubic feet.
References:	Serviced 1,762 requests for records.

3. SCHEDULED MEETINGS AND EVENTSSTAT
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Chief, IRMD, Chief, Information Control Branch, and [redacted] IMB, will accompany D/OIS on 9 January [redacted] to meet with officials of offices that will be [redacted] to discuss the proposed Information Services Center (ISC) to be established there. The discussions will focus primarily on the manning requirements of the Center, needed computer services and terminals, and securing the commitment of all parties to the establishment of a Center.

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